



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.25

Subject: Clothing Allotment For Youth in DCS Community Residential Facilities

Supersedes: DCS 3.25, 12/01/00

Local Policy: No

Local Procedure: No

Requires Training: No

Approved by:

A handwritten signature in cursive script, appearing to read "Linda P. Miller".

Effective date: 12/01/00

Revision date: 01/01/04

Application

To All Department of Children's Services Community Residential Facilities and Fiscal Services Employees.

Authority: TCA 37-5-106

Policy

The Department of Children's Services shall provide a clothing allotment to those youth in departmental community residential facilities (group homes) whose parent/guardians cannot supply the youth's clothing needs.

Procedures

A. Rate and limits

Youth in DCS community residential facilities shall receive clothing allotments at the current rates and limitations as specified by DCS Fiscal Services and the Director of Community Residential Facilities.

B. Issuance of allotment

1. Prior request to parents

Prior to issuing a clothing allotment, the facility administrator or designee must make an effort to have parents/guardians provide the youth with necessary clothing. This effort shall be documented in the case notes.

2. Issuance upon placement

The administrator/designee must issue the youth a clothing allotment upon placement, if considered necessary.

3. Amount of clothing

The administrator must authorize to purchase only the amount of clothing necessary.

4. Additional clothing

The administrator may issue regular clothing allotments semi-annually in the months of July and January as needed.

**C. Acceptance by
vendors to bill the
State of
Tennessee**

Before purchasing any clothing from a particular vendor, the facility administrator or designee must determine that the vendor accepts *Government Certificate Tax Exemption* forms and is willing to bill the State of Tennessee directly for the purchase.

D. Documentation

1. Bill

- a) The facility administrator or designee must review each bill for items purchased and amounts expended and verify them to be appropriate.
- b) The facility administrator or designee must write the youth's name on the bill and sign it.

2. Standard claims

- a) If the bill is correct, the facility administrator or designee must fill out form CS-0493, *Standard Claim Invoice* in its entirety.
- b) The administrator must then send the invoice and form CS-0493, *Standard Claim Invoice* to central office fiscal services.

3. Documentation in youth case files

The facility administrator or designee must document all clothing purchases in the youth's case file. This documentation must also be included with information sent to a transferring facility or placement when a youth is transferred.

Forms

CS-0493 Standard Claims Form

Collateral Documents

None

Standards

None